



Billing: Process Overview, Steps, Common Issues

- **Billing Overview**
- **Billing Prerequisites**
- **Billing Basics**
- **Common Issues**
- **Troubleshooting Questions**
- **Q&A**

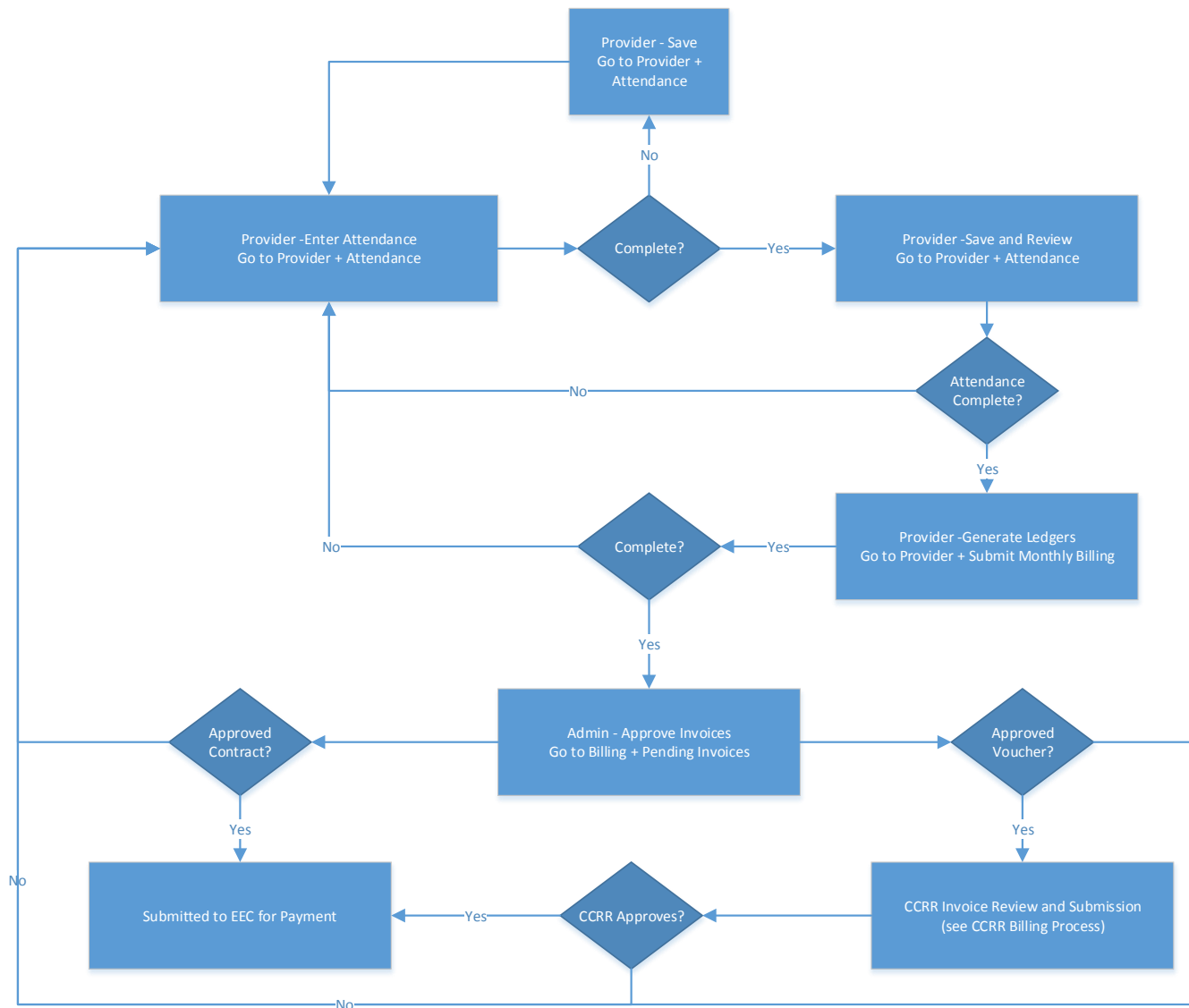
CCFA Billing Overview



- Attendance is completed by individual Providers or centrally by Billing Administrators for the Contract Provider. CCRR can enter only Voucher attendance for child care provider sites. Attendance is complete when a Ledger is created for each location within an Organization
- An Invoice is displayed in the Invoice Summary and must be approved by the Billing Administrator
- Once all provider invoices are approved, the Billing Manager submits one bill to EEC and to their CCRR simultaneously
- CCRRs will approve submitted invoices, including those for contract providers using vouchers. Then CCRRs will Review and Submit, once the months invoices are ready (by the 20th of the month), CCRRs will Submit to EEC
- Note: Contract Providers no longer submit Voucher and Contract Billing separately. All billing, both Vouchers and Contracts, is submitted at once. The submission is routed to EEC for Contract Reimbursement and to CCRRs for Voucher Reimbursement
- *If the submission is Rejected by EEC or the CCRR, corrections can be made, under certain circumstances, to attendance and resubmitted. Rejected Voucher or EEC bills are separate submissions at this point*

- **All billing is due to EEC by the 20th by the CCCRS, FCC Systems and Contract Providers.**
 - Subsidy administrators submit Payment Vouchers with wet signature by the 20th of every month
 - If EEC chooses to extend the deadline, EEC will notify the applicable parties by e-mail
- **The 13th of the month is the deadline for voucher only, contract providers and FCC systems to submit voucher billing to the CCRRs.**
 - This gives the CCRRS time to complete their process.
- **In CCFA if a contract provider or system have both vouchers and contracts they need to submit billing at the same time – the 13th**
 - Therefore if they have contract and voucher placements they are submitted by the 13th in CCFA.
 - Contract billing goes straight to EEC, vouchers go to the CCRRs.
- **If the Contract Provider, FCC System or CCRR is sanctioned, EEC will put the billing on hold for the following month**
 - They will receive a notification from CCFA

CCFA Billing Steps Overview – Contract and Voucher



Voucher Only Workflow (See Attendance Presentation)



VOUCHER ONLY BILLING WORKFLOW:

1. Provider completes attendance (Save & Review)
2. CCFA checks for completeness and changes the Attendance Status for that service month as Ready to Submit.
3. Provider Generates Ledger.
4. CCFA calculates invoice amounts by service month and sets the attendance status as Billed
5. Provider Approve/Reject Invoices by location of care.
 - a. CCRR can do this on the provider's behalf through Provider Pending Invoices.
 - b. Approve - Available for Final Submission through Review Submission screen
 - c. Reject - Available for attendance changes, if any.
6. Provider Submits invoice for all approved locations of care

Contract Provider Workflow (See Attendance Presentation)



CONTRACT PROVIDER BILLING WORKFLOW:

1. Provider completes attendance for contract and voucher children (Save & Review)
2. CCFA checks for completeness and changes the Attendance Status for that service month as Ready to Submit.
3. Provider Generates Ledger.
4. CCFA calculates invoice amounts by service month and sets the attendance status as Billed
5. Provider Admin Approve/Reject Invoices by location of care for Contract & Voucher.
 - a. Approve - Available for Final Submission through Review Submission screen
 - b. Reject - Available for attendance changes, if any.
6. Provider Submits Contract and Voucher invoices for all approved locations of care
 - a. Contract portion of Invoice is added under Pending Invoices (EEC Fiscal) for EEC Approval.
 - b. Voucher portion of Invoice is added under CCR Pending Invoices for CCRR approval.

Add Attendance & Generate Ledger (*Provider*)



- Once the Attendance has been filled in:
 - Click the Save and Review button
 - Click the No, I Am Done button in the Continue message
- The next step is to Generate Ledgers
- To see the Generate Ledgers button, you can click on the No, I am Done button, or you can click on the Submit Monthly Billing option under the provider menu.

Add Attendance

Service Month May 2015

Week 5 (5/24/2015 to 5/30/2015) >> [Show Legend](#)

Show 10 entries Filter by:

Child	Provider	Sun 24	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	Month Totals
(C-IE) 01/01/15 - 07/24/15 System Family Child Care 2 yrs and Over		FT []	FT []	FT []	FT []	FT []	FT []		FT: 21 PT: 0 UA: 0 6M: 0 EA: 0

As Scheduled

Showing 1 to 1 of 1 entries

Save Save and Review Cancel

Continue?

The attendance records have been submitted successfully.
Would you like to do more attendance?

Yes No, I am Done

Provider + Billing +

Search Provider

Attendance

Submit Monthly Billing

View Placements

Attendance Submission (Provider/Billing Manager/CCRR)



- The **Invoice Summary** screen will be displayed.
- Click Generate Ledgers – Notice the Billing Status is Ready to Submit or Billed if it has already been submitted.
- A legal message will be displayed. Please read it and click on Agree to certify that the records are true and accurate.
- After clicking on Agree, the Invoice Summary screen will change the Billing Status from Ready to Submit, to In Progress. This screenshot shows a provider that is billing for four months during this billing cycle.

Invoice Summary

Monthly Billing

Provider: 1 selected

Name: [redacted]

Program Number: [redacted]

ProviderAddresses: [redacted]

Generate Ledgers Cancel

Service Month	Billing Status	Placement Count	Incomplete Attendance	Invoice Amount	Service Month Amount
4/1/2015	Ready To Submit	3	0	9889.83	0.00
3/1/2015	Billed	3	0	0.00	2908.01
2/1/2015	Billed	4	0	0.00	3192.51
1/1/2015	Billed	4	0	0.00	3789.31

Attention

Attendance Submission

By clicking "Agree", I hereby certify these submitted child attendance records to be true and accurate.

Cancel **Agree**

Invoice Summary

Monthly Billing

Provider: 1 selected

Name: [redacted]

Program Number: [redacted]

ProviderAddresses: 3 [redacted]

Agree Cancel

Service Month	Billing Status	Placement Count	Incomplete Attendance	Invoice Amount	Service Month Amount
4/1/2015	In Progress	3	0	0.00	0.00
3/1/2015	In Progress	4	0	0.00	0.00
2/1/2015	In Progress	4	0	0.00	0.00
1/1/2015	In Progress	4	0	0.00	0.00

Invoice Approval *(Billing Manager/Administrator)*

- CCFA is constantly updating the billing information, after a few seconds of the Billing Status being *In Progress*, it will then, change to *Billed*. The *Service Month Amount* being billed, is also displayed.

Invoice Summary

Monthly Billing

Provider : 1 selected

Name : [REDACTED]

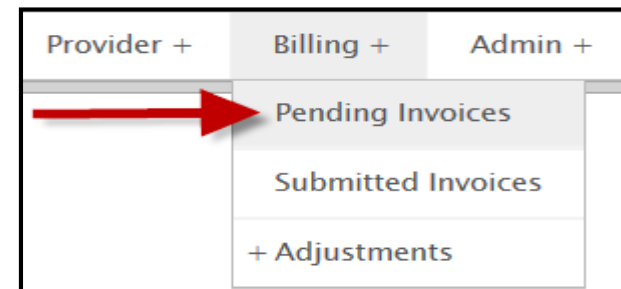
Program Number : [REDACTED]

ProviderAddresses : [REDACTED]

Service Month	Billing Status	Placement Count	Incomplete Attendance	Invoice Amount	Service Month Amount
4/1/2015	Billed	3	0	0.00	2057.37
3/1/2015	Billed	4	0	0.00	2602.10
2/1/2015	Billed	4	0	0.00	3027.90
1/1/2015	Billed	4	0	0.00	3011.92

Invoice Approval

- Once the Invoice has been submitted for the provider/location, it needs to be approved by the Billing Administrator. To approve the invoice, click on Pending Invoices option, from the Billing menu.



CCRR BILLING WORKFLOW:

1. Provider Completes Attendance and Submits Monthly Billing (See Attendance)
2. If CCRR will perform this work for Provider, CCRR Approves/Rejects Provider Pending Invoices. Select Billing + Provider Pending Invoices
3. CCRR Approves/Rejects CCRR Monthly Invoice
Select Billing + CCRR Pending Invoices
4. Once all approvals and rejections made for the billing month,
Select Billing + CCRR Pending Invoices > Review Submission
5. Click on Submit
 1. Invoices submitted to EEC
6. Print Payment Vouchers, obtain signatures – EEC to receive by the 20th of every month for the previous billing month

Contract Subsidy Administrator Workflow



Contract Subsidy Administrator Workflow

1. Provider Completes Attendance and Submits Monthly Billing (See Attendance)
 - Subsidy Admin can Submit Provider Invoices, if desired, following the same workflow and menu options as Providers
2. Subsidy Admin Approves/Rejects Monthly Invoice
Select Billing + Pending Invoices
3. Once all approvals and rejections made for the billing month,
Select Billing + Pending Invoices > Review Submission
4. Click on Submit
 1. Voucher placements contained in invoice go to CCRR for approval (This need to be completed by the 13th of the month)
 2. Contract invoices submitted to EEC
5. Print Payment Vouchers, obtain signatures – EEC to receive by the 20th of every month for the previous billing month

About Invoice Summary & Pending Invoice Reports



- These reports contain different information and results, by design.
- The first report is on the **Invoice Summary** page. It includes:
 - All the billing submitted by the provider for child care
 - Add-ons for Supportive/Expansion support services
 - DTA/voucher agreements in a combined total.
- The second report is displayed from the **Pending Invoices** page.
 - Contains only the child care amounts.
 - Does not include any Support Services add-ons or vouchers.
 - The contract and voucher details are displayed separately.
 - Contract Invoices are in the top section
 - Voucher invoice amounts are at the bottom of the page.

Pending Invoices (*Billing Administrator/CCRR*)



- Pending Invoices screen displays the providers for whom the Attendance has been submitted.
- In this example you can see that the organization is a Family Child Care system and has Center Based Child Care programs.
- On this screen you can export the information for the provider into an Excel spreadsheet.
- Click on the "+" sign to expand the records for each of the providers.

Pending Invoices

Billing Date: June, 2015

CONTRACT

Show 25 entries

Filter by:

Provider ID	Name	Type	Subtotal	Union	Fee	Total
22775 - 2015	...	FCS	\$4,395.57	\$0.00	(\$936.25)	\$3,459.32
13233 - 2015	...	ADM	\$334,756.80	\$0.00	\$0.00	\$334,756.80

Export to Excel spreadsheet

Review Submission

Admin Billing Placement Dump.csv - Microsoft Excel

ProviderOrg	PlacementID	FullName	FiscalYear	AgreementType	ProgramType	SubType	ServiceMonth	heduled	heduled	sportOne	xcusedAb	sedAbsen	termitten	termitten	SubTotal	Dues	Fee	Billed	
20417	50079	CRESPO, JAYDALIZ	2015	Contract	FCCS2Over	SUP	4/1/2015 0:00	4	0	0	0	0	0	0	0	156.85	0	0	156.85
20417	50719	PAGAN, ANGELINA	2015	Contract	FCCS2Under2	SUP	4/1/2015 0:00	22	0	0	0	0	0	0	0	1013.36	0	0	1013.36
20417	54363	PARIS, ESTEVAN	2015	Contract	FCCS2Over	SUP	4/1/2015 0:00	17	0	0	0	0	0	0	0	681.01	0	0	681.01

Pending Invoices

Billing Date: June, 2015

CONTRACT

Show 25 entries

Filter by:

Provider ID	Name	Type	Subtotal	Union	Fee	Total
22775 - 2015	...	FCS	\$4,395.57	\$0.00	(\$936.25)	\$3,459.32
13233 - 2015	...	ADM	\$334,756.80	\$0.00	\$0.00	\$334,756.80

Review Submission

View Billing Information (Billing Manager)



- A breakdown of the billing information is displayed: Child's Name, Program, Type, Service Month, Days paid according to Attendance entry, Child Care Amount, Union Dues (deducted), Parent Fees (deducted), and Total amount billed to EEC.

Pending Invoices

Billing Date: June, 2015

Review Submission

CONTRACT

Show 25 entries

Provider ID	Name	Type	Subtotal	Union	Fee	Total
22775 - 2015	MIGUELINA	FCS	\$4,395.57	\$0.00	(\$936.25)	\$3,459.32

Show 25 entries

Name	Program	Type	Month	FT	PT	2T	1T	UA	EA	FI	PI	Subtotal	Union	Fee	Total
MIGUELINA	FCCS2Over	IE	6-2015	22	0	0	0	0	0	0	0	\$803.76	\$0.00	(\$162.50)	\$711.26
MIGUELINA	FCCS2Over	IE	7-2015	20	0	0	0	0	0	0	0	\$821.61	\$0.00	(\$175.00)	\$646.61
MIGUELINA	FCCS2Over	IE	8-2015	22	0	0	0	0	0	0	0	\$803.76	\$0.00	(\$162.50)	\$711.26
MIGUELINA	FCCS2Over	IE	9-2015	22	0	0	0	0	0	0	0	\$803.76	\$0.00	(\$162.50)	\$711.26
MIGUELINA	FCCS2Over	IE	10-2015	21	0	0	0	0	0	0	0	\$882.68	\$0.00	(\$183.75)	\$678.93

Showing 1 to 5 of 5 entries

Previous Next

22775 - 2015

\$394,756.80

\$0.00

\$0.00

\$394,756.80

- Approve the billing by clicking on the green checkmark.

Pending Invoices

Billing Date: May, 2015

Review Submission

CONTRACT

Show 25 entries

Provider ID	Name	Type	Subtotal	Union	Fee	Total
20417 - 2015	AQUINO, MIGUELINA	FCS	\$1,851.22	\$0.00	\$0.00	\$1,851.22

Approve Provider's Invoice

- Once the green checkmark is clicked, it will change to a black checkmark.

Pending Invoices

Billing Date: May, 2015

Review Submission

CONTRACT

Show 25 entries

Provider ID	Name	Type	Subtotal	Union	Fee	Total
20417 - 2015	AQUINO, MIGUELINA	FCS	\$1,851.22	\$0.00	\$0.00	\$1,851.22

Billing Administrators May Reject Invoice(s)



- If there is an error in the billing, it can be rejected then corrected before submitting by clicking on the "X".
- A Reject Invoice box will be displayed. Type in the reason for rejecting the invoice. Then, click on Submit.
- Once the billing has been rejected, the billing specialist receives an email notifying her/him of the rejection.
- In the Attendance, the provider's Billing Status will show up as Rejected.
- The Billing Specialist needs to make the necessary changes and repeat the Attendance process by clicking on Save and Review.

Pending Invoices

Billing Date: May, 2015

Review Submission

CONTRACT

Show 25 entries

Provider ID	Name	Type	Subtotal	Union	Fee	Total
12749 - 2015	Elmawla, Louana	FCS	\$11,730.31	(\$128.02)	(\$903.00)	\$10,699.29

Deny Provider's Invoice

Reject Invoice

Would you like to reject this provider's invoice?

Reasoning*

Testing, testing

Submit Cancel

Invoice Summary

Monthly Billing

Provider: 1 selected

Name: Elmawla, Louana

Program Number: 1000000

Provider Addresses: 10 Elmawla, Louana, 1000000

Service Month	Billing Status	Placement Count	Incomplete Attendance	Invoice Amount	Service Month Amount
4/1/2015	Rejected	3	3	0.00	2057.57
5/1/2015	Rejected	4	4	0.00	2602.10
2/1/2015	Rejected	4	4	0.00	3027.90
1/1/2015	Rejected	4	4	0.00	3011.92

Show 10 entries

Week 1 (12/28 to 1/3) Show Legend

Child	Provider	Sun 28	Mon 29	Tue 30	Wed 31	Thu 1	Fri 2	Sat 3	Month Totals
01/01/15 - 07/17/15 System Family Child Care 2 yrs and Over	Elmawla, Louana					AD	AD		FT: 22 PT: 0 UA: 0 EM: 0
01/01/15 - 09/26/15 System Family Child Care 2 yrs and Over	Elmawla, Louana					AD	AD		FT: 22 PT: 0 UA: 0 EM: 0
01/01/15 - 04/21/15 System Family Child Care 2 yrs and Over	Elmawla, Louana					AD	AD		FT: 22 PT: 0 UA: 0 EM: 0
01/12/15 - 03/09/15 System Family Child Care Under 2 Yrs	Elmawla, Louana					AD	AD		FT: 15 PT: 0 UA: 0 EM: 0

Showing 1 to 4 of 4 entries

Save Save and Review Cancel

Billing Administrators Submit Invoices



- On the Pending Invoices Page, select Review Submission
- You will have the opportunity for a final review. CCFA will list all Approved, Denied and Pending invoices that were submitted
- Select the appropriate Tab to view the invoices in each category
- When you are ready to submit the final invoice, select the Submit Button
 - Payment Vouchers available to print
 - SDR reports available for Contract Providers
- Print Payment Vouchers, obtain signatures. EEC should receive signed PVs with a wet signature by the 20th of the month
 - No faxes, no scans, no copies

Pending Invoices

Billing Date: June, 2015

Review Submission

CONTRACT

Show 25 entries

Provider ID	Name	Type	Subtotal	Union	Fee	Total
22775 - 2015	Martha's Vineyard	FCS	\$4,395.57	\$0.00	(\$936.25)	\$3,459.32

Show 25 entries

Name	Program	Type	Month	Paid	Modifiers	Subtotal	Union	Fee	Total
Martha's Vineyard	FOCS2Over	IE	11-2015	22	0 0 0 0 0 0 0 0	\$903.78	\$0.00	(\$192.50)	\$711.28
Martha's Vineyard	FOCS2Over	IE	11-2015	10	0 0 0 0 0 0 0 0	\$821.61	\$0.00	(\$175.00)	\$646.61
Martha's Vineyard	FOCS2Over	IE	11-2015	22	0 0 0 0 0 0 0 0	\$903.78	\$0.00	(\$192.50)	\$711.28
Martha's Vineyard	FOCS2Over	IE	11-2015	22	0 0 0 0 0 0 0 0	\$903.78	\$0.00	(\$192.50)	\$711.28
Martha's Vineyard	FOCS2Over	IE	11-2015	21	0 0 0 0 0 0 0 0	\$862.80	\$0.00	(\$183.75)	\$679.05

Showing 1 to 5 of 5 entries

Submit

Previous Next

Showing 1 to 5 of 5 entries

3394,756.80 \$0.00 \$0.00 \$394,756.80

Home Intake + Provider + Billing + Admin + Reports + Help +

Pending Invoices

Billing Date: January, 2016

Approved Pending Denied

VOUCHER

Show 25 entries

Provider ID	Name	Organization Type	Amount Billed
577 - 2016	Martha's Vineyard Community Services, Inc.	ADM	
751 - 2016	Carol Hammond	ADM	
1194 - 2016	Cherubs Child Development Center, Inc.	ADM	
4566 - 2016	Reposa, Lisa	IFC	
5045 - 2016	Jacobs, Audra	IFC	
6854 - 2016	Mosher, Kathleen	IFC	
12690 - 2016	TOWN OF FALMOUTH PUBLIC SCHOOLS	ADM	

Submit

Dashboard

Month in Review

January's Total:

December's Total:

Total Difference: \$0.00

Placements Invoiced: 1.59 %

Submit Payment Voucher

The following admins are not yet approved, if you proceed they will not be paid until the next billing cycle.

1. Crayon College at Plymouth
2. DA SILVA, PATRICIA
3. Freeman, Michele
4. VNA of Cape Cod, Inc.
5. Weebles Daycare Center LLC

Yes No

Billing Reports – SDR reports & Payment Vouchers (PV)



- **Select Billing + Submitted Invoices > Select Billing Month**
 - Final SDR reports available for Contract Providers
 - Payment Vouchers Available for all Subsidy Admins

The screenshot displays a web application interface for managing billing reports. At the top, a navigation bar includes tabs for Home, Intake, Provider, Billing, Admin, Reports, and Help. The 'Billing' tab is active. Below the navigation bar, there are icons for 'SDR Summary', 'SDR Detail', and 'Payment Voucher'. A red arrow points to the 'Payment Voucher' icon. The main content area is titled 'Approved Invoices'. It features a 'Billing Date' filter set to '1/1/2016 12:00:00 AM' and radio buttons for 'Billing Date', 'Submission Date', and 'Invoice Date'. A 'CPA' tab is visible. Below the filters, a 'VOUCHER' section shows a table of vouchers. The table has columns for Provider ID, Name, Type, Subtotal, Union, Fee, and Total. The table lists several vouchers, all with a Subtotal of \$0.00 and a Fee of \$0.00. On the right side of the interface, there is a sidebar with a search bar, a 'My Primary Organization' link, and a 'My Providers' dropdown. Below these, a 'Month in Review' section displays summary statistics for January and December, including totals and placement costs.

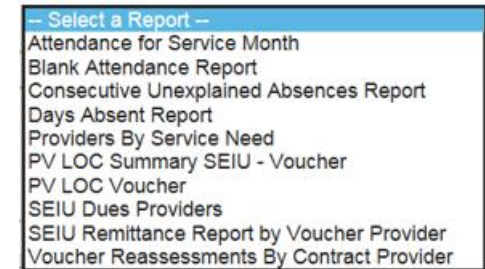
Provider ID	Name	Type	Subtotal	Union	Fee	Total
3150	2016 Carew Street Head Start	CBC	\$0.00			\$0.00
2831	2016 Churchill Head Start	CBC	\$0.00			\$0.00
2932	2016 Mason Square Head Start	CBC	\$0.00			\$0.00
2247	2016 Parkside Early Learning Center	CBC	\$0.00			\$0.00
2766	2016 Westover Early Childhood Center	CBC	\$0.00			\$0.00
3151	2016 Westover Job Corps Head Start	CBC	\$0.00		\$0.00	\$0.00

Month in Review	
January's Total:	
December's Total:	
Total Difference:	
January's Placements:	234
December's Placements:	165
Total Difference in Placements:	69
January's Placement Cost:	\$0.00 per placement
December's Placement Cost:	\$0.00 per placement
Total Difference in Placement Cost:	\$0.00 per placement

Billing Reports – Payment Voucher (PV)




- **Select Reports + General Reports >PV Loc Voucher**
- **Select Billing Month and Providers**
- **Select Generate Report**
- **Open or Save your report at the bottom**

A screenshot of the web application interface for generating a PV LOC Voucher report. The interface includes a navigation bar with links: Home, Intake +, Provider +, Billing +, Admin +, Reports +, and Help +. Below the navigation bar is a "Select Report" section with a dropdown menu showing "PV LOC Voucher". Underneath is a "Report Parameters" section with a "Billing Month" field set to "12/2015" and a "provider List" field containing a list of providers: "A Child's Wonderland", "Academy of Early Learning, Inc.", "Academy of Early Learning, Inc.", "Albertini, Maria", and "ALMEIDA, ERNANE S". A "Generate Report" button is located below the provider list. At the bottom of the page, there is a footer with copyright information: "© 2016 Commonwealth of Massachusetts - CCFA - Version 1.1.0.0" and links for "Site Policies" and "Contact Us". A red arrow points to a file download dialog box at the bottom of the page, which asks "Do you want to open or save PV LOC Voucher.pdf (60.6 KB) from uatccfa.eec.state.ma.us?". The dialog box has buttons for "Open", "Save", "Cancel", and a close button (X).

Billing Reports – SDRs & Payment Voucher (PV)





Department of Early Education and Care
Child Care Financial Assistance
Welcome [Audrey](#). [Reset Profile](#) [Logout](#)
Org Admin for Holyoke Day Nursery, Inc.

HomeIntake +Provider +Billing +Admin +Reports +Help +

Approved Invoices

Pending Invoices

Submitted Invoices


+ Adjustments

EECDCCRRD

CONTRACT

Show entries

Filter by:

Provider ID	Name	Type	Subtotal	Union	Fee	Total
2347	2016 Holyoke Day Nursery, Inc.	CBC 	\$7,131.95	\$0.00	(\$1,979.00)	\$5,152.95

☒ Family/Person

Search

[My Primary Organization](#)

My Providers

Month in Review

October's Total:	\$0.00
September's Total:	\$0.00
Total Difference:	\$0.00
October's Placements:	80
September's Placements:	84
Total Difference in Placements:	-4
October's Placement Cost:	\$0.00 per placement
September's Placement Cost:	\$0.00 per placement
Total Difference in Placement Cost:	\$0.00 per placement

SDR Summary


SDR Detail

Payment Voucher

SDR Reports and Payment Vouchers are available from the billing menu options. SDR Reports can be produced as a draft before the invoice is submitted. Payment Vouchers (PV) are only available after the invoice has been submitted. Only PVs must be signed and sent to EEC.

Approved Invoices – Submitted





Commonwealth of Massachusetts
Executive Office of Education
Early Education and Care

*** This form is no longer submitted to EEC**

Tools Sign

Service Delivery Report (SDR) - Summary

Holyoke Day Nursery, Inc.
159 CHESTNUT ST
Holyoke, MA 01040
(413)538-8419

Billing Date: 10/01/2015
Report Print Date: 10/26/2015

Contract/Agreement	Region	Contract Type	Contract Start Date	Contract End Date	Contract Amount
100010HOLYOKEDAY16IE	1	IE	09/01/2009	08/31/2016	5,152.95

Program Type:	Rate	CommLine	ActgLine	Parent Fee	Line Total Billed
Center-Based PreSchool	34.79	7	1	-99.00	283.69

Service Date: 08/01/2015

Regular	Rate: 34.79	Units: 11	Fee: -99.00	Total: 283.69
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100010HOLYOKEDAY16IE Contract Totals for Service Date: 08/01/2015

Regular Child Care Total	=	283.69	FlexPool Child Care Total	=	0.00	Transportation Grand Total	=	0.00
Regular SEIU Dues Total	=	0.00	FlexPool SEIU Dues Total	=	0.00	QRIS Grand Total	=	0.00
SEIU COPE Total	=	0.00	FlexPool SubTotal	=	0.00			
Regular SubTotal	=	283.69	FlexPool Add-On Total	=	0.00			
Regular Add-On Total	=	0.00						
Regular Grand Total	=	283.69	FlexPool Grand Total	=	0.00	Transpo and QRIS Grand Total	=	0.00

Program Type:	Rate	CommLine	ActgLine	Parent Fee	Line Total Billed
Center-Based PreSchool	34.79	7	1	-1,880.00	4,869.26

Service Date: 09/01/2015

	Fee Total	Total Billed
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SDR Detail Report



Edit View Window Help

1 / 7

60.2%

Tools Sign Comment

Commonwealth of Massachusetts
Executive Office of Education
Early Education and Care

Service Delivery Report (SDR) - Detail

Print Date: 10/26/2015

Holyoke Day Nursery, Inc.
159 CHESTNUT ST
Holyoke, MA 01040
(413)538-8419

Billing Month/Year: 10/01/2015

Contract Number	Contract Type	Region	Contract Start	Contract End	Contract Amount
100010HOLYOKEDAY16IE	IE	1	09/01/2009	08/31/2016	\$5,152.95

Program Type	Rate	Comm Line #	Actg Line #	Line Amount
Center-Based PreSchool	34.79	7	1	\$5,152.95

Service Date: 08/01/2015		Fee Total:	Total Billed:
		\$(99.00)	\$283.69

Regular	
Slot No.	Child Name
9	Aiden Lopez

Start Date	End Date	Units	FT	PT	RS	PR	UA	EA	NA	CF	CP	UC	X	V	SM	BSIA	BSEA	ASIA	ASBA	FEE	Total
8/17/2015	8/16/2016	11	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$(99.00)	\$283.69

Service Date: 09/01/2015		Fee Total:	Total Billed:
		\$(1,880.00)	\$4,869.26

Regular	
Slot No.	Child Name
9	Aiden Lopez

Start Date	End Date	Units	FT	PT	RS	PR	UA	EA	NA	CF	CP	UC	X	V	SM	BSIA	BSEA	ASIA	ASBA	FEE	Total
8/17/2015	8/16/2016	22	19	0	0	0	0	2	0	1	0	0	0	0	0	0	0	0	0	\$(198.00)	\$967.38

Page 1 of 7

* This form is no longer submitted to EEC

CCFA Payment Voucher



Payment Voucher Input Form

Department/Organization Name:
Department of Early Education and Care (EEC)

Commonwealth of Massachusetts
Executive Office of Education
Early Education and Care

Office of the Comptroller
October 26, 2015

PV DATE 8/1/2015	VENDOR'S CERTIFICATION I certify that the goods were shipped or the service rendered as set forth below (Please Sign In Ink)		Vendors Name and Address Holyoke Day Nursery, Inc. 159 CHESTNUT ST Holyoke, MA, 01040		
Document Total: \$283.69		Vendor Customer Code: VC6000157115			

Encumbrance ID	Quantity	Description	Unit Price	Amount	For Agency Use
100010HOLYOKE DAY 151E	1	C-Holyoke-Holyoke Day Nursery, Inc.-20090901	\$283.69	\$283.69	
Dates of service: 8/1/2015 to 8/31/2015					

Prepared By: _____ Title: _____ Date: _____

Entered By: _____ Title: _____ Date: _____

The undersigned authorized signatory approving this document certifies that this document and any attachments are accurate and complete and comply with all applicable general and special laws and regulations.

Approved By: _____ Title: _____ Date: _____

* This form should be signed, dated and submitted to EEC by Subsidy Administrators

- **Before and after school at Provider 1, school only closure at Provider 2**
 - Child attended school closure at Provider 2
 - On Attendance at Provider 1 paid school closure day
 - You will be able to complete Attendance, but you will not be able to submit billing. If there is overlapping billed attendance for a child, neither provider can submit billing
 - Contact the Subsidy Administrator to resolve
- **If both providers are closed, the "primary" provider gets to bill for the closure**
 - School Closure placements do not get paid unless they attend

- **CCFA validates most reasons why invoices were previously rejected and will not let you submit**
 - Focus on the correct attendance codes, billing rates, fees
- **Reasons for EEC to reject invoices, mostly external to CCFA**
 - No signature on the Payment Voucher, or missing PV
 - Invoice audited and requires adjustment
 - There is another issue with a provider outside CCFA
- **When rejected, able to void and replace attendance, if necessary**

- **Provider Rates should be populated for both Private Published and Voucher Rates**
 - Contract Rates are managed by EEC and imported
 - Voucher rates are managed by CCRRs
 - If services are contract only, you may leave Voucher Rate blank
 - If child moves to voucher placement, make sure the voucher rates are populated
- **If contract rate is provided, CCFA uses the contract rate unless the private published rate is lower**
- **If voucher rate only is provided, CCFA uses the voucher rate unless the private published rate is lower**
- **Rate changes are effective for the current service month**
- **EEC will implement a special process for the Retroactive Rate Increase**

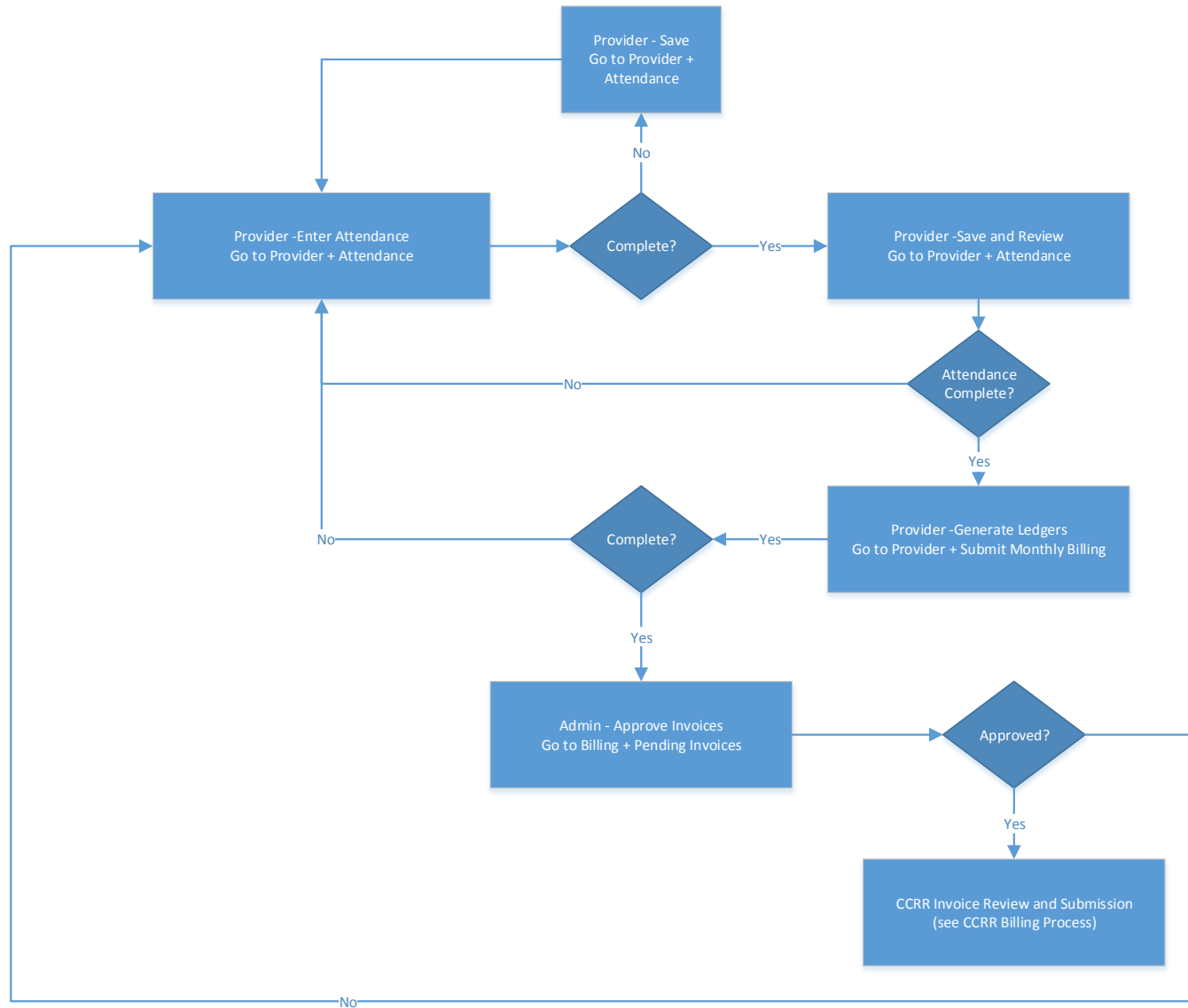
- **What to look for in reviewing Attendance and Invoices**
 - Attendance
 - Are the codes used valid codes for the program type/placement?
 - CCFA validates most rules such as the number of hours matches the authorization/placement, attendance is complete
 - Invoice
 - Are the union dues correct?
 - Are the fees correct?
 - Does the total amount represent your expected amount?
 - Are the billing rates correct?
 - Were there excessive absences that are unpaid?
 - Other unpaid codes such as refused service (PR, RS)?

Questions ?

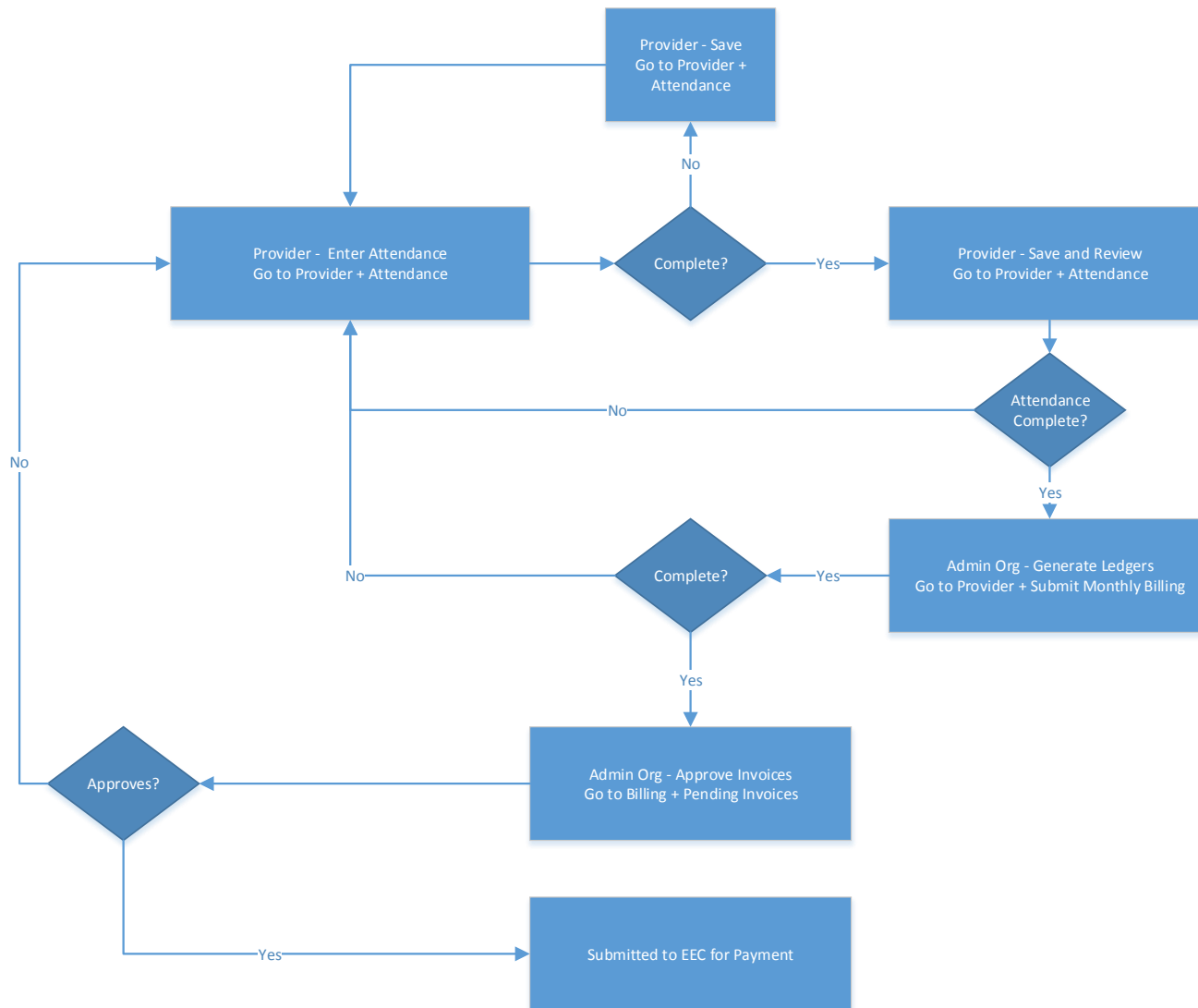
- **Supplemental Material**
 - CCFA User Community Graphic

The following pages contain more detail than in the primary presentation

IFCC, In Home CC – Voucher Only Provider Workflow



Center-Based and FCS Contract Only Provider Workflow



Contract w/ Vouchers Provider Workflow

